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19 AUG 1970

MEMORANDUM FOR: Chief, Physical Security Division

SUBJECT : Significant Accomplishments,
Safety Staff, Fiscal Year 1970

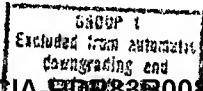
1. The following reflects the significant accomplishments of the Safety Staff for fiscal year 1970. It is noteworthy to mention that during the reporting period three contract employees (two full time and one part time) and one full time staff employee were assigned to the Safety Staff as a result of recommendations made by the Building Security Committee.

a. In the furtherance of the Agency safety program and to keep current on the latest policy for the Federal Service, Safety Staff representatives, as voting members, attended monthly and special meetings of the Federal Safety and Federal Fire Councils. During the reporting period the CIA Safety Officer was re-elected to serve a third term on the Advisory Board, Federal Safety Council and he attends the monthly meetings of this body.

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c. Plans and specifications for new construction and alterations to old structures were reviewed to insure compliance with applicable safety and fire codes as

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The course consisted of methods of attacking helicopter fires and resultant rescue operations. During the fiscal year the McLean Fire Department responded to 10 helicopter landings at the helistop and 5 suspected fires on the compound. The 67th Ordnance Detachment responded several times to inspect, open and declare safe packages of a suspicious nature. The result of these responses by the 67th and the concern of the Safety Staff resulted in a survey to locate an area on the Headquarters compound to safely place and inspect suspect packages. Presently the Safety Staff is coordinating this with the General Services Administration.

e. Because of the increase in bomb scares throughout the nation and especially in the Washington Metropolitan Area, the Safety Staff arranged for briefings of approximately 300 members of the Building Evacuation Organization and 125 selected members of the Office of Security assigned to search teams. The Building Evacuation Organization was briefed by the Secret Service and the search teams by the 67th Ordnance Detachment. Both were instructed on the rudiments of search procedures and cautions to be taken in the event a bomb or suspect package is discovered.

f. Specialized courses were conducted for representatives of the Office of Security to familiarize them with the manufacture, use and extinguishment of various types of Molotov cocktails. Each student was required to function a device and extinguish it through use of a dry chemical fire extinguisher.

g. The Safety Staff continued to render day-to-day support to operating components on storage and shipment of explosives; use of tear gas and related materials; mechanical, electrical and structural safety. A multitude of special inspections and surveys were conducted, such as traffic and pedestrian safety, [redacted] disposal of drugs and [redacted] narcotics, paint spray booths, printing operations, etc.

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In addition, the Safety Staff participated in the Office of Security vulnerability studies of Washington area buildings in an effort to strengthen the safety and security at entrances without violating the integrity of such entrances.

h. During the reporting period 838 accident reports were analyzed and 14 of the more serious accidents were investigated. From this and meetings with the Office of Personnel, Office of Medical Services, Office of Finance and the Bureau of Employees Compensation, the following reports were prepared:

Comprehensive annual report to the DD/S, Director of Security and CIA Safety Committee members of all accidents, injuries and fires

Comprehensive report to the Secretary of Labor based on guidelines furnished by the Federal Safety Council

Quarterly reports to the Federal Safety Council giving Agency injury frequency rate

Special report to the Executive Director, Civil Service Commission, concerning the safety training program of the CIA

Special report to the Director of Logistics regarding motor vehicle accidents

i. A special analysis revealed that only 25% of all injuries reported were submitted on Form 2652a. It is required by [redacted] that Form 2652a be completed when accidents or fire occur. Several conferences were held with RID, AF, FE, NE and EUR/DDP; NPIC/DDI; and OC and OL/DDS to inform these offices of the importance of completing Form 2652a and how the Safety Staff uses this information

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in all its reports. As a result of the conferences, a noticeable increase in the use of Form 2652a was observed.

j. Approximately 4800 pieces of safety literature were distributed in the Headquarters area buildings [redacted] on various topics to aid personnel in reducing both on and off job injuries. The Agency actively participated in National Safe Boating Week, National Poison Prevention Week and National Fire Prevention Week as proclaimed by President Nixon by posting the proclamation on the bulletin boards in the Headquarters Building.

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k. The Code of Federal Regulations was amended making it mandatory for federal agencies to comply with certain standards and to report accidents.

In line with this, proposed revisions of [redacted]

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[redacted] have been submitted for coordination and eventual publication. In addition, the Safety Handbook is currently being revised to provide personnel with the latest and most comprehensive information on specialized safety topics.

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l. The Headquarters Building evacuation plan was revised for the first time since initial occupancy of the building. A survey of all rooms, corridors, subcorridors, stairways and exits was conducted to determine structural changes and record changes in population density. From the information gleaned from this survey, the plan was revised and those wardens affected by the changes were afforded special briefings.

m. Completed inventory, plotting and testing of all fire alarm systems in the Headquarters and PSD Buildings. This included smoke and heat detectors, sprinkler systems and the manual fire alarm system. Included in this inventory was the location of all hose cabinets and fire extinguishers denoting type, size and

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date of last inspection. A program has also been established to add revisions or modifications to charts and scaled building blueprints which are now on file in the Safety Staff, Security Duty Office and the GSA Electric Shop.

n. Completely revised instructions and charts have been prepared for both the Security Duty Office and the USSP on fire alarm and response procedures. This included individual instruction to all console operators and SDO's and the alternates. To evaluate the effectiveness of these instructions, three unannounced fire alarm tests of both the SDO's and the USSP were conducted with positive results.

o. Completed inventory and testing of fire alarm systems in the following Agency facilities:



Ames Center Building

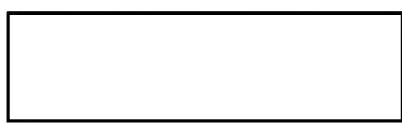
Key Building

Magazine Building

South Building

Central Building

East Building



*A test of the fire alarm system in [redacted] revealed the system to be substandard and the Office of Logistics was requested to have GSA fund for a new approved system.

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**Seven acceptance tests have been made of the fire alarm system in [redacted]. To date the Safety Staff has not accepted this system.

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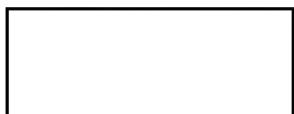
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p. Conducted fire drills in the following Agency buildings:

Headquarters

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Broyhill

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South Building

Central Building

East Building

q. Conducted comprehensive fire and safety surveys of the following domestic buildings and facilities:

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South Building

Central Building

East Building

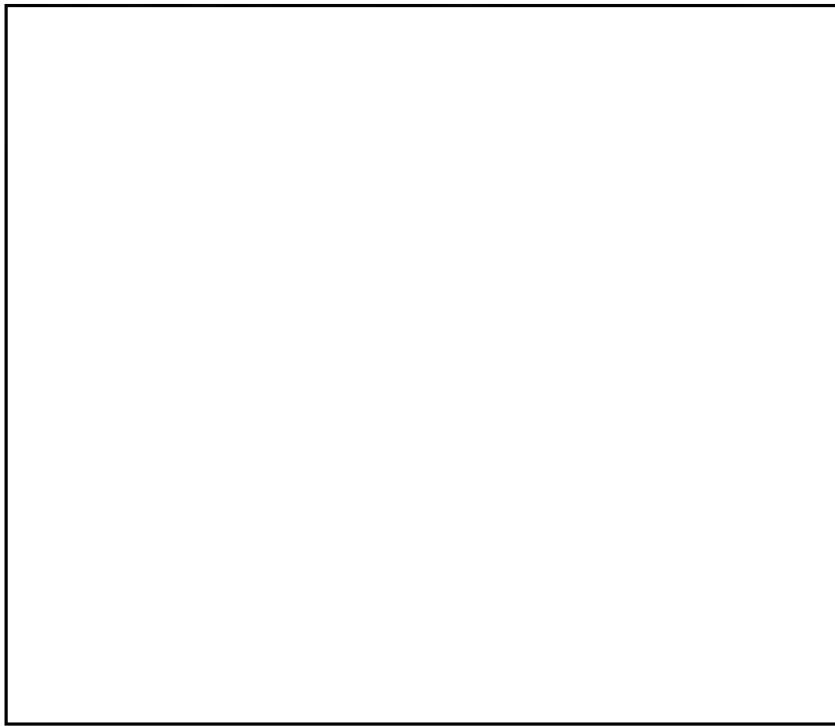
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r. At the request of European Division, Technical Services Division, and the Chief, European Regional Security Staff, a special safety survey was conducted



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facility. A comprehensive survey report was completed and forwarded to the Chief, Technical Services Division with recommendations for corrective action.

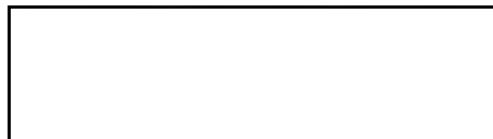
s. During the reporting period three representatives of the Safety Staff attended a special demolition and pyrotechnic conference at Ft. Bragg, North Carolina; one representative attended a Management Techniques course and one representative attended an Industrial Hygiene course, both courses given by the National Safety Council in Chicago, Illinois.

t. The Safety Staff conducted five one-day fire fighting courses for 115 students from NPIC, OMS and OS. By special request, a representative of the Secret

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Service also attended one of these courses. The training included use of soda acid, foam, dry chemical and carbon dioxide fire extinguishers; use of 1 1/2 inch and 2 1/2 inch hose lines; use of MSA chemox oxygen breathing apparatus; and extinguishment of Molotov cocktails.

u. The disabling injury frequency rate (number of lost time injuries per one million man-hours worked) was reduced to 2.5. The Agency, by maintaining or lowering this frequency until the end of 1970, will meet its Mission Safety 70 goal of a 30% reduction in injuries as called for by the President in 1965 when he initiated the Mission Safety 70 Program. In addition, the total evaluated cost (medical, leave, disability compensation, death compensation) of injury claims was reduced during the past year from \$1,929,807 to \$596,734.



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CIA Safety Officer

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